

# Point in Time Count Data Entry Instructions for Commerce Adsystem HMIS | January 2015

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**Department of Commerce**  
Innovation is in our nature.

**For counties using Commerce HMIS for their PIT counts** (Counties have the option of using Commerce Adsystem HMIS to capture and report on their PIT data)

## Point in Time Count Data Entry Instructions for HMIS

### ***Unsheltered Count***

***Page 1***

Unsheltered and doubled-up (optional) surveys are entered into the lead PIT agency's HMIS. Clients receive the temporary "PIT Count" program and are assigned the "PIT Unsheltered" activity on the Additional Questions page.

### ***Sheltered Count – Transitional Housing***

***Page 3***

Transitional Housing participants active in an HMIS program are automatically counted in the Point in Time Count this year. No additional data entry is required.

### ***Sheltered Count – Emergency Shelter***

***Page 4***

Emergency shelter residents active in HMIS are given the "PIT Housed" activity on the Additional Questions page.

### ***Sheltered Count – Transitional Housing or Emergency Shelter Programs not in HMIS***

***Page 4***

Surveys are entered into temporary "shell" programs in HMIS. Individuals are then assigned the "PIT Housed" activity on the Additional Questions page.

### ***HMIS Written Consent Policies***

***Page 5***

**Important:** DO NOT enter name, birth day, or birth month if a household member is: 1) in a DV agency; 2) currently fleeing or in danger from a domestic violence, dating violence, sexual assault or stalking situation; 3) has HIV/AIDS or 4) anyone you do not have written informed consent from (signature on first page of PIT survey form or previously signed HMIS consent form). However, a signature is not needed to collect other information. All homeless households and individuals in those households (adults and minors) should be entered.

## ***Unsheltered Count***

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1. Enter the head of household on the page **Easy Intake**.

- a. Click “New HH”

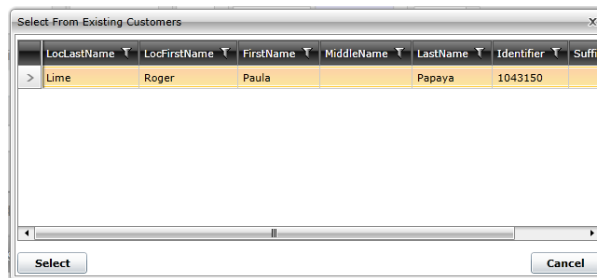
If you are prohibited from entering a client’s identifying information (client refused consent or is a victim of domestic violence) check the “Consent Refused” checkbox. You will be required to enter in an *Identifier* number if you do not enter a name.

Note: If anyone indicates they are a victim of domestic violence everyone in the family should be “Consent Refused” (no names entered).

- b. Fill in all information. If data was not collected, choose “Client refused” or “Data not collected” (“Client doesn’t know” is only used when the client says they don’t know).
- c. If the client does not provide a full date of birth or you are not permitted to enter it (client refused consent or is a victim of domestic violence) you must enter “01/01/YYYY” in the *Date of Birth* field and choose “Refused” as the *DOB Code*. The birth year you enter should be one year before or after their actual birth year. For example, if a person was born in 1975, you would enter 01/01/1974 or 01/01/1976. If no year of birth was provided please guess their age based on the information you have.
- d. Click “Save”

During this process, you may get a pop-up window that says “Select from Existing Customers.”

- i) If you see the same client you are attempting to enter, select their row and click “Select.” Click on the **Client Intake V5** page to make sure the rest of the household information is correct. You may then enter them in your PIT Program (step 3).



- ii) If you do not see the same client you are entering, click Cancel.

2. Click on the **Client Intake V5** page on the navigator bar.

- a. Enter additional household members by selecting “New Member” at the top.

Client Intake V5[Kerry Shannon 1/1/1984]

New Household New Member Save Ready for Entry FirstName kerry LastName shannon Search

Name/Identification ☐ Consent Refused

Consent Group

First Name Kerry Middle Name

Last Name Shannon Full name Suffix

DOB/Code 1/1/1984 30 Full DO Identifier 2659406

SSN/Code Client r

Add to my Organization

FirstName	LastName	DOB
Kerry	Shannon	1/1

Contact **Demographics** Income Document Note Family Contact Address History Household Mgt. Applications

b. Fill out the first three tabs for each household member.

c. Once the whole family is entered click on the “Program Entry” button on the Navigation Bar.

3. On the **Program Entry** page click “Enter Program”

a. Choose “PIT Count” program. The program date is the date of the PIT.

b. Outside from the program and date, the questions that are most important for the PIT are the questions about chronic homelessness.

Entry

Program MTAPIT Count : Household Program Date 1/29/2015

Prior Living Situation

If "Other" prior residence was selected, please specify:

Length Of Stay in Previous Place

Have you been continuously homeless for at least one year?

How many times have you been homeless in the past three years?

Total Number of Months Homeless in the Past Three Years

Total number of months continuously homeless immediately prior to project

Status Documented

Continue Cancel

c. Enter “Data not collected” or “Client refused” for any question you didn’t ask or the client did not provide. Enter “1” if the individual says they have been homeless less than 4 times in the last three years. Enter “0” for “Total number of months continuously homeless immediately prior to project” if you do not know this information.

- Go to the **Additional Questions** page. The “PIT Unsheltered” Activity should come up automatically. (If it prepopulates to “Additional Client Profile” change the activity to “PIT Unsheltered.” If no activity exists, click “New” to add one.) Change the date to the date of the PIT Count and press Save.

- Fill out the answers to the PIT unsheltered questions in the lower container and press “Save” at the bottom.

**You must answer questions for each member of the household.** To easily navigate through members of the household:

Click on “Shrink List to Current Group” in the upper-right corner of the screen. Then choose the next household member from the Customer Dropdown.

### **Sheltered Count – Transitional Housing (covered year-round by HMIS)**

Transitional Housing participants active in an HMIS program are automatically counted in the Point in Time Count this year. No additional data entry is required. Please check to make sure that all Transitional Housing clients enrolled on the night of the 29<sup>th</sup> are active in HMIS with all of their Program Entry questions answered.

If you want to collect the data element “Circumstances that Caused Your Homelessness” for Transitional Housing clients, which is optional for the 2015 Count, you will need to go to the Additional Questions page, Click “New” and add the “PIT Circumstances” question bed to complete this question.

## ***Sheltered Count – Emergency Shelter (covered year-round by HMIS)***

1. Find client on the **Client Intake V5** page
2. Go right to the **Additional Questions** page
  - a. Click “New” and select “Activity” = PIT Housed and “Date” = the PIT count date.
  - b. Click “Save” in the upper container.
  - c. Answer the questions that show up in the lower container and click “Save” at the bottom.
  - d. You must answer questions for each member of the household.

## ***Sheltered Count – Transitional Housing or Emergency Shelter Programs not in HMIS***

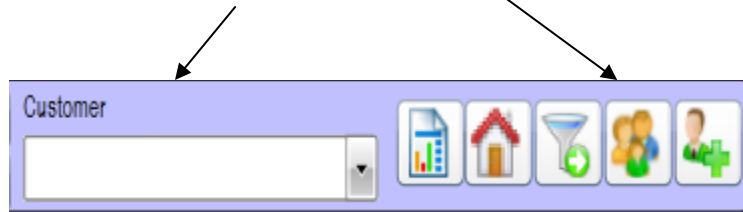
Repeat steps 1 and 2 from the Unsheltered Count section (page 1) to enter the household into HMIS. Then use these directions to enroll them into the temporary “shell” program.

1. On the **Program Entry** page click “Enter Program”
  - a. Select the shell program. (All shell programs have “(PIT)” at the end.) The program date is the date of the PIT Count. See instructions from the Unsheltered Count section for help answering these questions.

2. Go to the **Additional Questions** page and press “New.” Select “PIT Housed” as the Activity and then press “Save.” Fill out the answers to the PIT Housed questions in the lower container and press “Save” at the bottom.

**You must answer questions for each member of the household.** To easily navigate through members of the household:

Click on “Shrink List to Current Group” in the upper-right corner of the screen. Then choose the next household member from the Customer Dropdown.



### ***HMIS Written Consent Policies***

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Since homeless individuals are being entered into HMIS for the count, they will need to sign the **HMIS consent form**. This consent section is on the PIT survey form.

If a client refuses to sign the PIT survey form, all household information (adults and minors) will still be entered into HMIS without any personally identifying information such as name and full date of birth.

If you have any questions please contact Matt Mazur-Hart at [matt.mazur-hart@commerce.wa.gov](mailto:matt.mazur-hart@commerce.wa.gov) or 360/725-2926.

Additional count forms, guidelines and instructions can be found on our website [www.commerce.wa.gov/pit](http://www.commerce.wa.gov/pit).